
Recall Day 2

PRESENTER'S NOTES

ILTLP Recall Day 2

This session should be held a few weeks after teachers have begun to work on their projects. The organisation will depend on the number of participants.

Participants should submit the completed proforma (provided as Attachment 6 in Recall Day 1 notes) detailing their work to date to the nominated contact 10 days before the session. The information provided on the proformas will assist facilitators in giving feedback on their investigations and in organising groups for this session.

This day will work better if the groups are not too large and have been pre-organised by the Implementation Team. Ideally groups should include no more than 30 people. One way to ensure this would be to divide participants into groups with parallel sessions (e.g. by area of investigation), using the information supplied in the proformas submitted prior to Recall Day 2.

Overview

The recommended structure for the day is:

9.00	Introduction
9.30	Presenting progress
10.30	Developing projects (small group task)
11.15	Break
11.45	Developing projects (Whole Group task)
12.45	Lunch
1.30	Documenting and reporting
3.00	End

Objectives

The objectives of Recall Day 2 are:

- Taking stock of what has been done
- Identifying areas of need and support
- Working collaboratively to strengthen projects
- Reporting requirements for classroom-based investigations

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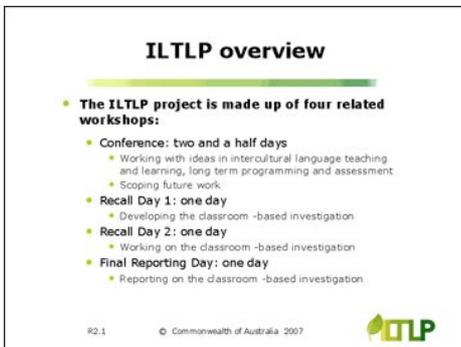
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PRESENTER'S NOTES

Key Focus: *Introduction*



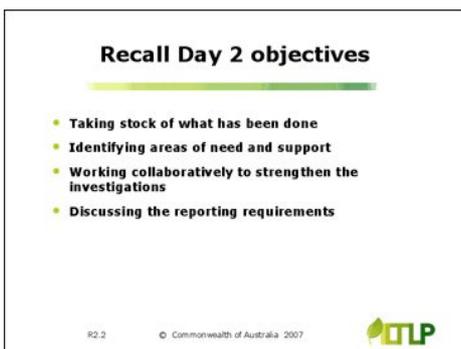
ILTLP overview

- **The ILTLP project is made up of four related workshops:**
 - **Conference: two and a half days**
 - Working with ideas in intercultural language teaching and learning, long term programming and assessment
 - Scoping future work
 - **Recall Day 1: one day**
 - Developing the classroom -based investigation
 - **Recall Day 2: one day**
 - Working on the classroom -based investigation
 - **Final Reporting Day: one day**
 - Reporting on the classroom -based investigation

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Slide 1:

This is an overview of how teachers are involved in the ILTLP project and gives an overview of the scope of the process. The purpose of this slide is to show participants what they can expect throughout the ILTLP process and how each of the sessions fits together as a whole.



Recall Day 2 objectives

- **Taking stock of what has been done**
- **Identifying areas of need and support**
- **Working collaboratively to strengthen the investigations**
- **Discussing the reporting requirements**

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Slide 2: The focus of this session is to support participants as they take their investigations forward. It is probable that teachers will have encountered questions in the implementation that they need to resolve. The focus of this session is on problem-solving and aims to use the collective experience of the group to support participants in their work.

Key Focus: *Presenting progress*

A selection of participants takes 2 minutes each to outline briefly to the whole group what they have been doing in their classroom-based investigation.

The focus of the session is to develop an awareness of what participants are doing in the projects being undertaken and to share issues that have emerged.

Key Focus: Introduction

<i>Interaction/ task / questions</i>	<i>Supporting resources</i>
<p>Facilitator presentation</p> <p>Whole group</p> <p>Introduction to the day</p> <ul style="list-style-type: none">• Outlining the session• Outlining the place of the session in the overall project <p>Anticipated time 20 minutes</p>	<p>PowerPoint slides R2: 1-2</p>

Key Focus: Presenting progress

<p>Whole Group Task</p> <p>A selection of participants reports on their progress in their classroom-based investigation.</p> <p>Anticipated time 60 minutes</p>	
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PRESENTER'S NOTES

Key Focus: Developing projects

Small group task

Participants form groups based on the focus areas:

- Intercultural teaching and learning
- Pedagogy
- Long term programming
- Assessment

Where possible, participants can also be grouped according to year level or language that they are teaching.

The aim of this activity is for participants to reflect critically on their experiences in implementing their investigations.

Facilitators will need to collate the questions, ready for the following interaction. Participants may continue to discuss the issues in their group, or have a short break.

Whole Group task

Facilitators will need to collate questions from the groups to find common/shared issues and these should be addressed directly.

Key Focus: *Developing projects*

<p>Small Group Task</p> <p>In groups, participants discuss their investigations and the issues that have emerged for them. Each group writes 1-2 questions, each on a separate piece of paper and submits these for group discussion. Facilitators provide individual or group support as required.</p> <p style="text-align: right;">Anticipated time 45 minutes</p> <p>Questions will be collated by the facilitators</p> <p style="text-align: right;">Anticipated time 10 minutes</p> <p>Whole Group Task</p> <p>Facilitator leads a question and answer session to deal with issues which have arisen from the previous task. The focus of the activity is on collaborative problem-solving.</p> <p style="text-align: right;">Anticipated time 60 minutes</p>	<p>Post-it notes</p>
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PRESENTER'S NOTES

Key Focus: Reporting

This session is designed to give participants time to work through issues that have emerged in the light of the workshop so far in the context of their own investigations, and to reconsider some of the planning they have done in the light of new information.

Remind participants of Attachment 5 from Recall Day 1: *Guidelines for documenting classroom-based investigations*, which should be used to guide documentation of the investigations.

Small Group Task

The focus of this task is for participants to reflect collectively on projects and to get and give advice from others about how to incorporate new issues and insights into their work.

Individual Task

Participants reflect on the discussion and feedback that they have received on their investigation.

Whole Group Task

The purpose of this task is to inform participants about expectations for the rest of the project, including:

- Preparing the report (using the guidelines described in Attachment 5 from Recall Day 1), including fields, size and formatting requirements
- Submission of reports: to whom, on what dates, how
 - reports are to be sent to the Key Contact (or nominated person in the Implementation Team) in each state/territory
 - reports need to be sent electronically
 - a draft report of each investigation should be sent two weeks prior to the Final Reporting Day to the Key Contact
 - the Facilitation Team will use the drafts to organise parallel groups for the Final Reporting Day
 - the final reports should be sent to the Key Contact no later than two weeks after the Final Reporting Day
- Oral presentation of the project on the Final Reporting Day: date and organisation- parallel groups for presentations, followed by collaborative investigation of key learning and evaluation of the project. All rooms need projection equipment for PPT presentations.

Preparing the report

- Use the *Guidelines for documenting classroom - based investigations* provided during Recall Day 1
- In developing reports, you should consider the following:
 - What you planned
 - What you did
 - What happened
 - What you learnt
 - How you understood what you learnt
 - What evidence you had
 - How you analysed the findings and evidence
 - How you felt about the investigation

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Slide 3: Presenters discuss the report requirements with the teacher-presenters, in particular highlighting the headings and the sorts of information that should be included. Remind participants of Attachment 5 from Recall Day 1, which outlines the requirements for documenting and reporting their investigations.

Preparing the report cont.

- Reports should be accompanied by examples, where relevant
- The overall report is a short document (max. 10 pages including any examples)
- Consent forms need to be attached
 - Teacher, to include work on website and in report
 - Students, if work samples included
- Reports should be sent to the Key Contact in your state or territory

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Slide 4: Where relevant, examples of classroom planning or student work should be included. The report, including examples, should be no more than 10 pages. It is important to remind participants when and to whom reports should be sent, including the email address, as reports are required electronically. Copies also need to be sent to the ILTLP Project Team.

Key Focus: Reporting

<p>Small Group Task</p> <p>Participants examine their investigations in the light of the issues raised in discussion and decide together what needs to be done to take each investigation forward.</p> <p style="text-align: right;">Anticipated time 30 minutes</p> <p>Individual Task</p> <p>Participants work on their investigations in the light of the discussion and plan what needs to be done to take their investigation forward.</p> <p style="text-align: right;">Anticipated time 30 minutes</p> <p>Whole Group Task</p> <p><i>Preparing the report</i></p> <p>Facilitator outlines the requirements for reporting, and the rest of the project.</p> <p>The report needs to be prepared using the guidelines provided in Attachment 5 from Recall Day 1: <i>Guidelines for documenting classroom-based investigations</i>.</p> <p>Facilitator takes any final questions.</p> <p style="text-align: right;">Anticipated time 30 minutes</p> <p>Preparation for Final Reporting Day</p> <p>A draft report should be sent, by email, to the Key Contact, two weeks prior to the Final Reporting Day. Participants should bring their completed report on their investigation to the Final Reporting Day. Participants may wish to include a brief PowerPoint presentation, which they will need to bring on a USB flash drive.</p> <p>The Facilitation Team will use the drafts of the investigations to organise parallel groups for the Final Reporting Day. On the Final Reporting Day, participants will give oral/PPT presentations of their investigations, in groups run in parallel sessions, followed by a whole group investigation of key learning and evaluation of the project.</p>	<p>PowerPoint slides R2: 3 and 4</p> <p>(Attachment 5 from Recall Day 1)</p>
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PowerPoint slides

Recall Day 2

Working on classroom -based investigations

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ITLTP overview

- **The ITLTP project is made up of four related workshops:**
 - Conference 1: two and a half days
 - Working with ideas in intercultural language teaching and learning, long term programming and assessment.
 - Scoping future work
 - Recall Day 1: one day
 - Developing the classroom -based investigation
 - Recall Day 2: one day
 - Supporting the classroom -based investigation
 - Reporting Day: one day
 - Reporting on the classroom -based investigation

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Slide 1: _____

Recall Day 2 objectives

- **Taking stock of what has been done.**
- **Identifying areas of need and support.**
- **Working collaboratively to strengthen the investigations.**
- **Discussing the reporting requirements.**

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Slide 2: _____

PowerPoint slides cont.

Preparing the report

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- In developing reports, you should consider the following:
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 - What you did
 - What happened
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Slide 3: _____

Preparing the report cont.

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Slide 4: _____
